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MUTHIALPET CIRCLE
No. 2. A. B. / m. c. / CR / A
Dt: MAR. 2016...

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES

No. DAT / SIW / SS / 2015-16/043

Puducherry, Dt. 14.03.2016.

C I R C U L A R

Sub:- DAT - SS - Annual Physical verification of Stores to be conducted by the Departments for the year 2015-16 - Regarding.

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As per Rule 192 of the General Financial Rules 2005, all kinds of Departmental Stores should be periodically verified at least once in a year. The inventory for the fixed assets should ordinarily be maintained at the site. Fixed assets and consumables should be verified at least once in a year and the outcome of the verification recorded in the corresponding register. Discrepancies, if any should be promptly investigated and brought to the account as per Rule 192 (2) of GFR 2005.

2. Accordingly, all the Heads of Departments/Offices are requested to take necessary action to conduct Annual Physical Verification for the financial year 2015-16 in respect of their offices including sub-offices/branches/units etc. As per Rule 192 (1) & (2) of GFR 2005, the fixed Assets, Consumables, Furniture, Fixtures, Office Equipments, Tools, Plant & Machinery are to be physically verified. In case physical verification could not be conducted for any reason, it should be got condoned by the Government.

3. It may be ensured that the report on the result of physical verification should contain all the particulars such as quantity verified (Physical/Ground balance), quantity as per ledger, Excess or Shortage if any and the folio number of the ledger. The actual condition of the Stores should be reported in the remarks column. As and when the materials require condemnation, early action must be taken to get them survey reported by the committee constituted and auctioned/dispensed after observing the usual formalities, before they get deteriorated. The auctioned materials should be deducted from the account in the relevant Stock Ledger immediately quoting the references of the G.O.Rt. No. & date as well as the chalan No. & date for the remittance of the sale proceeds into the Government account.

4. As per Rule 192 (3) (iii) of GFR 2005, discrepancies, including shortages, damages and unserviceable goods, if any, identified during the verification shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provision given in Rule 33 to 38 of GFR 2005.

5. A copy of the report on the physical verification so conducted may be forwarded to the Stores Superintendent of this Directorate, who will carryout regular, surprise and test check whenever necessary as per G.O.Ms. No.8 dt 22.09.1986 of Personnel & Administrative Reforms Wing, Chief Secretariat, Puducherry.

6. The Physical Verification Report for the year 2015-16 may be sent to this Directorate on or before 30.06.2016.

All SAs to be notified




(S.PUNIDHAVALLI)
DIRECTOR

To (EAST)

1. All the Heads of Department/ Offices.
2. The Collector, Karaikal.
3. The Regional Administrator, Mahe/Yanam.
4. The Joint Resident Commissioner, Puducherry House,
3, Sardar Patel Marg, Chanakyapuri, New Delhi - 110 024

Copy Submitted to:
The Secretary to Government (Finance), Chief Secretariat, Puducherry- for information please

Forwarded for Necessary action
Mut. PS / Kal. PS / O.P.


INSPECTOR OF POLICE
MUTHIALPET CIRCLE
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